

2017 Application Checklist

EPA Region 10 Brownfields Competitive Cooperative Agreements Required Forms and Documents for a Complete Application Package

Please use this list when preparing your application package.

All forms may be found at:

EPA Grantee Forms webpage (<https://www.epa.gov/grants/epa-grantee-forms>)

For more information about completing
your application package and managing your Assistance Agreement:

EPA Grants webpage - Understanding, Managing, & Applying for EPA Grants

(<https://www.epa.gov/grants>)

And reference:

EPA Region 10 Grants Management Guidance

(attached to the Application Information email sent 06.09.17)

1) Application for Federal Assistance (SF-424) – with signature

2) Budget Information - Non-Construction Programs (SF-424A)

The budget information provided on this form must match exactly the budget information included in your Cooperative Agreement Workplan. **To preclude multiple submissions, please do not finalize form SF-424A until your work plan is final and approved by your EPA Project Officer.**

3) Assurances - Non-Construction Programs (SF-424B) - with signature.

Required for all assistance agreement applications.

4) Preaward Compliance Review Report (EPA Form 4700-4) - with signature.

Required for all assistance agreement applications.

5) Certification Regarding Lobbying (EPA Form 6600-06) – with signature.

Required if the requested EPA funding is more than \$100,000, OR if your application is for additional funding for a current grant and the revised total EPA funding exceeds \$100,000.

6) Disclosure of Lobbying Activities SF-LLL – with signature.

If EPA funding totals over \$100,000 AND your organization is or will be conducting lobbying activities.

7) Key Contacts (EPA Form 5700-54)

Applicant lists their organization's key contacts for the assistance agreement including: Authorized Representative, Project Manager, Financial Representative, Payee Information, and organization's website URL if applicable.

8) Work Plan & Detailed Budget Narrative

Please reference the following documents provided to you by the EPA Region 10 Brownfields Team –

- FY17 Assessment or Cleanup Work Plan Template as applicable
- FY17 Assessment Budget Example (as applicable)
- EPA Region 10 Grants Management Guidance (pages 6-8, attached to the Application Information email sent 06.09.17)

Application Submission Instructions – next page

How to Submit Your Application Package to EPA Region 10

Please note: You are required to submit your final application to EPA Region 10 by email. You have already submitted your earlier proposal submission via Grants.gov. We do not use Grants.gov for the final application.

BY EMAIL (required)

Please **email** your complete application package and **submit the documents as separate Adobe PDF or Microsoft Word files (as appropriate) NOT as one combined file.** Please ensure all forms are signed and dated.

To: Your EPA Brownfield Project Manager (LastName.FirstName@epa.gov)

CC: EPA Region 10 ARC Grant Coordinator (Griffith.Terri@epa.gov)*

*Terri Griffith will be acting as the Project Officer delegate, so it is essential that she be copied on the email with the final application documents to ensure that the process flows smoothly.

BY MAIL (2nd copy – if desired)

Please send an electronic version of your application as it expedites the process and provides us with an electronic version of all documents. If you wish to also send a hardcopy version also, please submit one copy to your EPA Project Officer at the appropriate address listed below:

<u>EPA Region 10 - Seattle, WA Office</u> Susan Morales, Terri Griffith, Brandon Perkins, Robert Tan U.S. EPA Region 10 Office of Environmental Cleanup Assessment & Brownfields Unit 1200 Sixth Ave, Suite 900 Mail Code: ECL-122 Seattle, WA 98101 ATTN: [name of project officer]	<u>Washington Operations Office</u> Deborah Burgess US EPA Region 10 Washington Operations Office 300 Desmond Drive SE, Suite 102 Lacey, WA 98503 Attn: Deborah Burgess
<u>Alaska Operations Office</u> Mary Goolie US EPA Region 10 Alaska Operations Office 222 West 7th Avenue #19 Anchorage, AK 99513 ATTN: Mary Goolie	<u>Oregon Operations Office</u> Margaret Olson USEPA Region 10 Oregon Operations Office 805 SW Broadway Suite 500, Mail Code: OOO Portland, OR 97205 ATTN: Margaret Olson

Forms Bundling

In order to reduce paperwork, applicants who receive multiple grants with EPA Region 10 may submit an **annual** assistance certification and assurance package, a process referred to as **bundling**.

For more information on forms bundling, please refer to pages 4-5 of the following document:

EPA Region 10 Grants Management Guidance (attached to the Application Information email sent 06.09.17)